

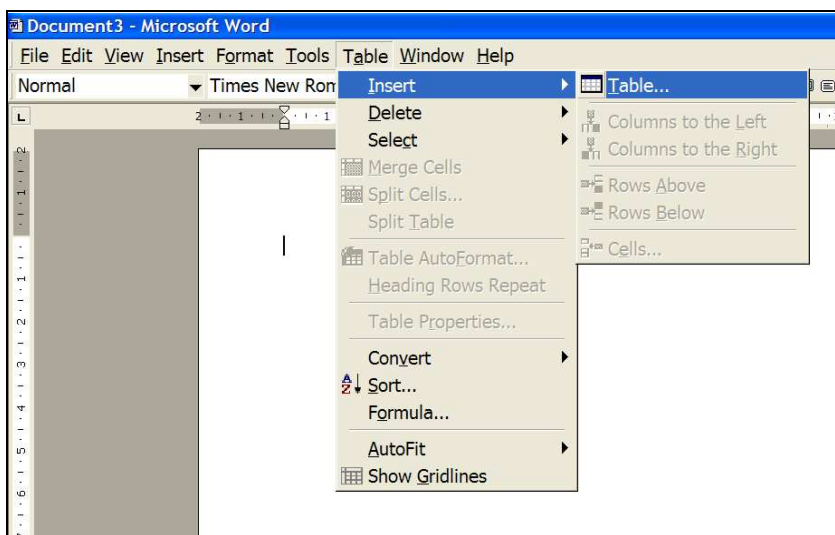
The aim is to produce a phonological rule containing feature matrices (the material in square brackets):

$$\left[\begin{array}{l} + \text{ high} \\ - \text{ back} \end{array} \right] \rightarrow \emptyset / \left[\begin{array}{l} - \text{ syllabic} \\ + \text{ consonantal} \\ - \text{ sonorant} \end{array} \right] \text{ — } \left[\begin{array}{l} - \text{ syllabic} \\ + \text{ consonantal} \\ - \text{ sonorant} \end{array} \right]$$

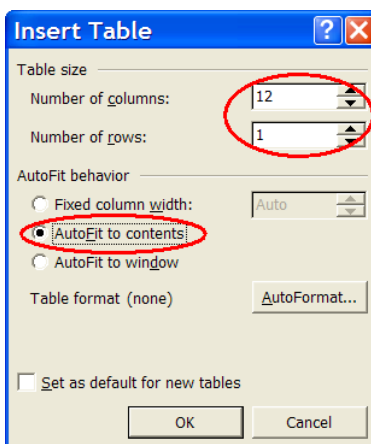
The steps are (1) Insert a table, (2) Essential table formatting, (3) Insert symbols, (4) Optional formatting.

(1) Insert a table

If you're using Office 2007 and later Go to Insert tab > Table group.



You need lots of columns (some extra are fine), one row and AutoFit to contents should be on.



Important: Whenever the spacing gets strange, autofit again: Table > AutoFit > AutoFit to Contents. You may have to make the table wider first by dragging the rightmost border.

If you're using Office 2007 and later Select table. The Table Tools ribbon will appear. Then go to Layout tab > Cell Size group > AutoFit drop-down menu > AutoFit Contents.

You should now have a table that looks like this:

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(2) Essential table formatting

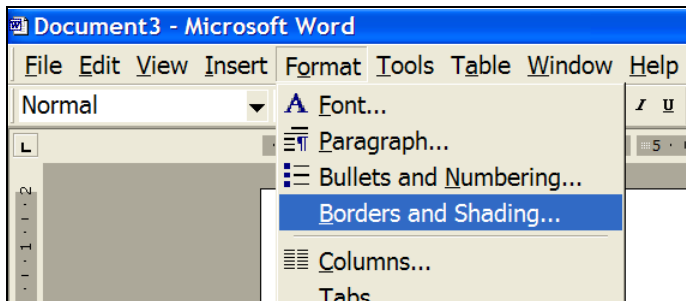
If you're using Office 2007 and later

Select table. The Table Tools ribbon will appear. Then go to Design tab > Borders group > No border.

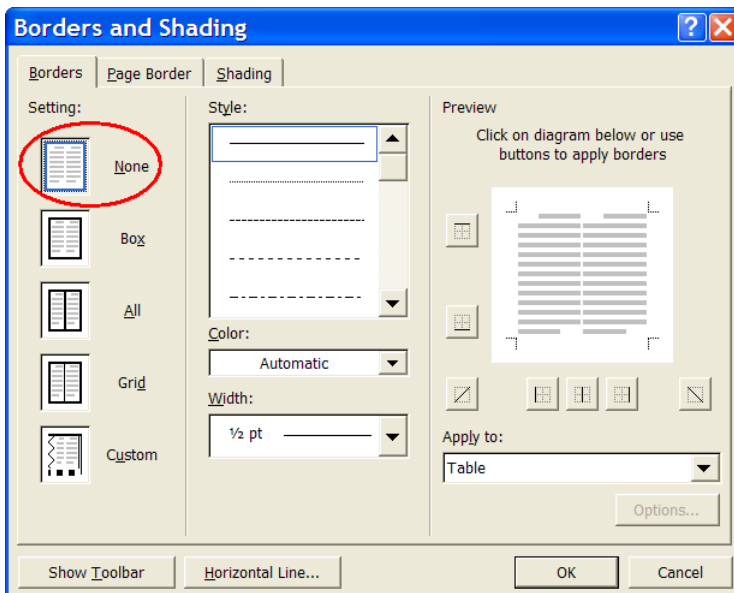
Select the table (including the empty space on the right of the last column).



To remove all table borders, first go to Format > Borders and Shading ...

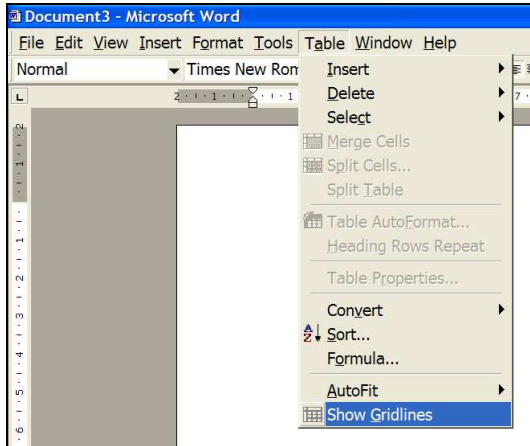


Select None.

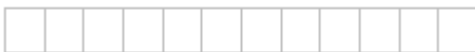


If your table just disappeared, don't panic. Go to Table > Show Gridlines.

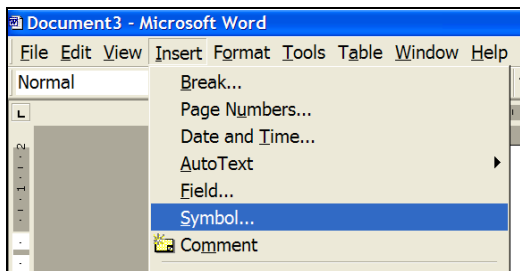
If you're using Office 2007 and later
Select table. The Table Tools ribbon will appear. Then go to Layout tab > Table group > View gridlines.



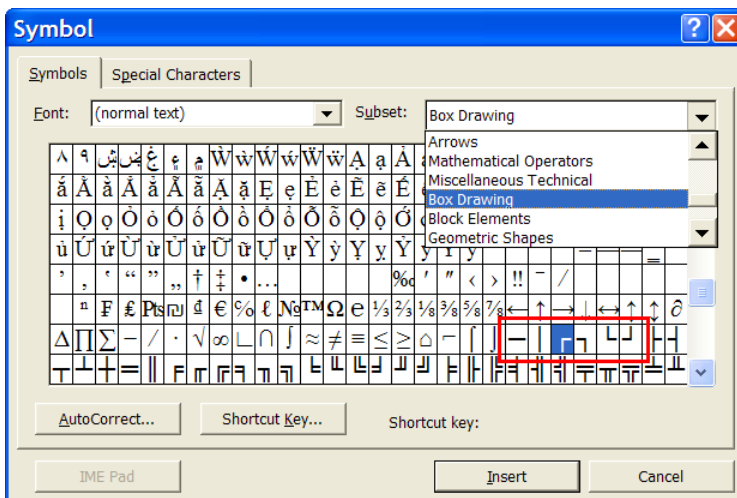
Your table should now be displayed with grey lines (which will not print).



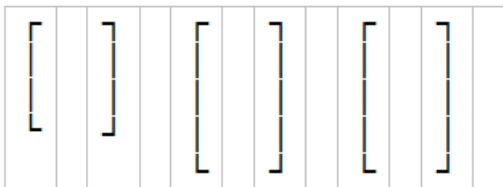
(3) Insert symbols



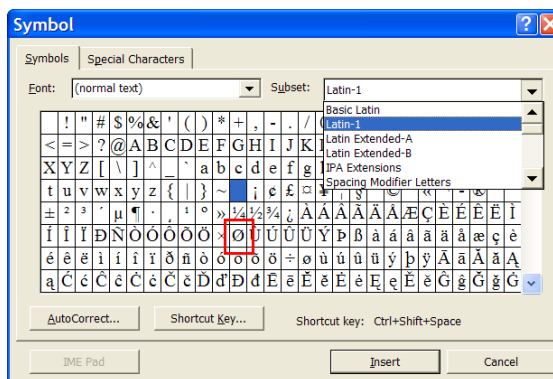
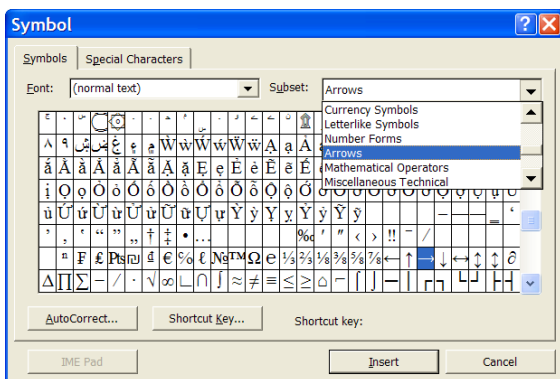
You can now draw square brackets using the Box Drawing symbols in the Times New Roman font.



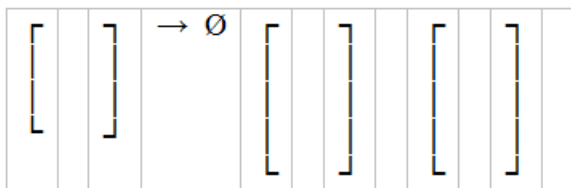
These are the brackets we need for this example.



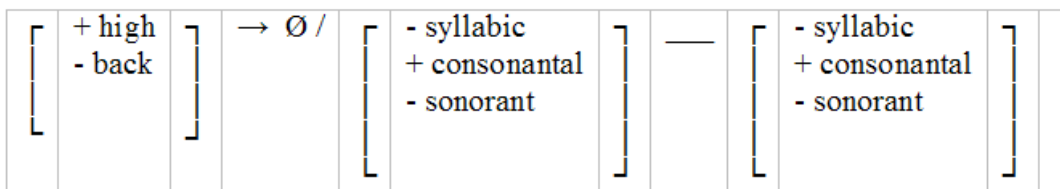
In this case we also need an arrow and the null symbol Ø (in the Latin-1 subset).



These are all the special characters we need for this example.

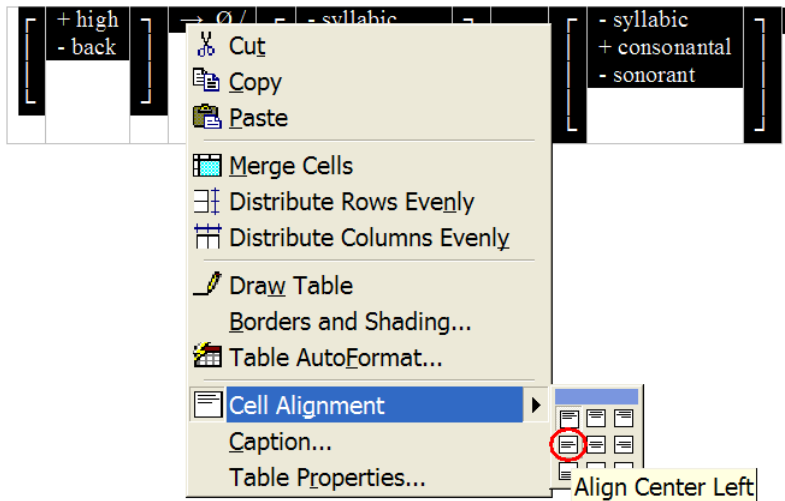


The remaining material can be typed normally.



(4) Optional formatting

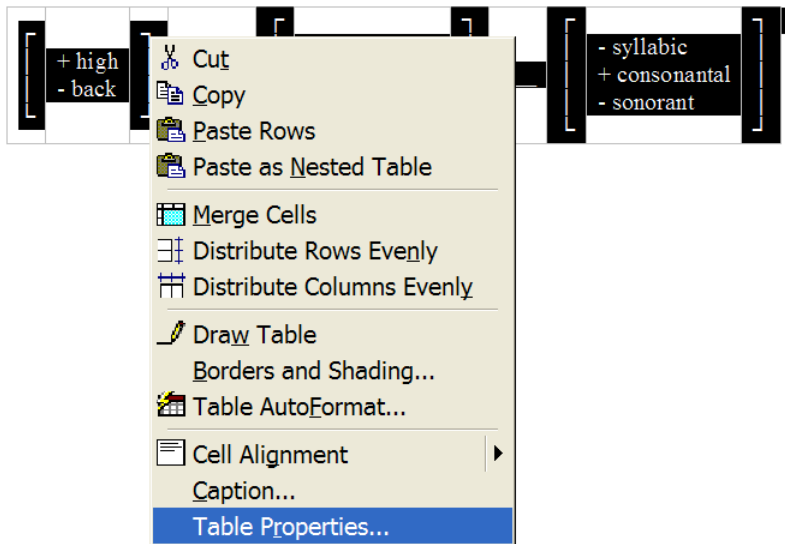
a. **Alignment.** Select the table, right-click and select Cell Alignment > Align Center Left.



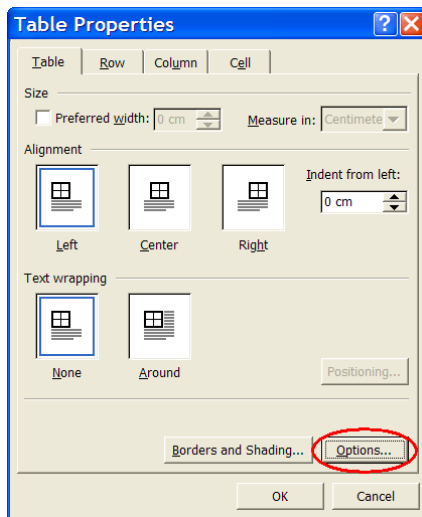
Everything should now be centered correctly within the brackets.

[+ high - back]	→ Ø /	[- syllabic + consonantal - sonorant]	—	[- syllabic + consonantal - sonorant]
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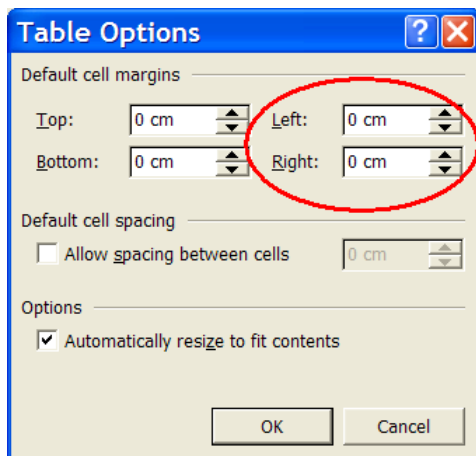
b. **Compact spacing.** Select the table, then go to Table > Table Properties.



Click on the Options button.



Change the left and right cell margins to 0 cm.



The result should be a more compact table. You can type spaces where more spacing is required, but note that this will only work at the beginning of each cell, not at the end.

<table border="1"> <tr> <td style="padding: 5px;">+ high</td> </tr> <tr> <td style="padding: 5px;">- back</td> </tr> </table>	+ high	- back	→ Ø /	<table border="1"> <tr> <td style="padding: 5px;">- syllabic</td> </tr> <tr> <td style="padding: 5px;">+ consonantal</td> </tr> <tr> <td style="padding: 5px;">- sonorant</td> </tr> </table>	- syllabic	+ consonantal	- sonorant	—	<table border="1"> <tr> <td style="padding: 5px;">- syllabic</td> </tr> <tr> <td style="padding: 5px;">+ consonantal</td> </tr> <tr> <td style="padding: 5px;">- sonorant</td> </tr> </table>	- syllabic	+ consonantal	- sonorant
+ high												
- back												
- syllabic												
+ consonantal												
- sonorant												
- syllabic												
+ consonantal												
- sonorant												

If you prefer to hide these non-printing grey lines, go to Table > Hide gridlines.

If you're using Office 2007 and later
 Select table. The Table Tools ribbon will appear. Then go to Layout tab > Table group > Hide gridlines.